



By Email/Speed Post



Govt. of India, Ministry of Defence
Directorate General, Defence Estates

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Dated 22 November, 2019

To,

The Principal Director
Defence Estates, Ministry of Defence
Central/Eastern/Northern/Western/Southern/South-Western Commands
Lucknow/Kolkata/Jammu/Chandigarh/Pune/Jaipur

The Director, NIDEM, Delhi Cantt.

Subject: **FRAMING OF RECRUITMENT RULES (RRs) FOR GROUP 'C' POSTS IN DEFENCE ESTATES ORGANIZATION**

Reference this Dte. General letter of even no. dated 15.01.2019 on the above mentioned subject.

2. In continuation to this Dte. General letter under reference, the proposed draft RRs for the post of UDC of Defence Estates Organisation has slightly been revised considering the various parameters.

3. Further, in accordance with DoP&T O.M. No. AB-14017/61/2008-Estt.(RR) dated 13.10.2015, the draft *Defence Estates Service (Group 'C' posts), Recruitment Rules, 2019*, so far as it relates to the post of UDC of Defence Estates Organisation, is uploaded on official website of DGDE.

3. It is requested to communicate the same to all Dte./DEOs/ADEOs under your jurisdiction so that comments of all stakeholders on the "*Defence Estates Service (Group 'C' posts), Recruitment Rules, 2019*", so far as it relates to the post of UDC of Defence Estates Organisation, (if any), may be obtained within 15 days from the date of issuance of this letter.

4. The comments may be forwarded to the undersigned within 15 days for further necessary action.

(Sharmistha Maitra)

Deputy Director General (A&C)
for Director General, Defence Estates

Encl. As above

(TO BE PUBLISHED IN PART II, SECTION IV OF THE GAZETTE OF INDIA)

**GOVERNMENT OF INDIA
MINISTRY OF DEFENCE**

NOTIFICATION

New Delhi, the November, 2019

S.R.O.....In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and in the supersession of the Defence Estates Service Upper Division Clerks, Group 'C', Recruitment Rules, 2012, Defence Estates Service Stenographer Grade-II and Stenographer Grade-III (Group 'C' posts) Recruitment Rules, 2007, Defence Estates Service Data Entry Operators, (Group 'C') Recruitment Rules, 2012, Defence Estates Service Civilian Motor Driver Ordinary Grade, Civilian Motor Driver Grade-II, Civilian Motor Driver Grade-I and Civilian Motor Driver Special Grade (Group 'C' posts) Recruitment Rules, 2009 to the extent it is applicable to Civilian Motor Driver Ordinary Grade, Civilian Motor Driver Grade-II and Civilian Motor Driver Grade-I and Defence Estates Service Group 'C' Multi Tasking Staff, Recruitment Rules, 2013 except in respect of things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the posts of Group 'C', in Defence Estates Organisation, under the Ministry of Defence, namely:-

1. Short title and commencement. –

(1) These rules may be called the Defence Estates Service (Group 'C' posts), Recruitment Rules, 2019.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Number of Post, Classification and Level in the Pay Matrix. – The number of posts, their classification and Level in the Pay Matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. Method of Recruitment, age limit, qualifications, etc. – The method of recruitment to the said posts, age limit, qualifications and other matters related thereto shall be as specified in column (5) to (13) of the said Schedule.

4. Disqualifications. – No person,-

(a) who has entered into or contracted a marriage with a person having a spouse living, or

(b) who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under personal law applicable to such person and the other party to the marriage and that there are other

grounds for so doing, exempt any person from the operation of this rules.

5. Power to relax. – Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. Saving – Nothing in these rules shall affect reservations, relaxation of age limit and other Concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Ex-Servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

7. Repeal. – Defence Estates Service Upper Division Clerks, Group 'C', Recruitment Rules, 2012, Defence Estates Service Stenographer Grade-II and Stenographer Grade-III (Group 'C' posts) Recruitment Rules, 2007, Defence Estates Service Data Entry Operators, (Group 'C') Recruitment Rules, 2012, Defence Estates Service Civilian Motor Driver Ordinary Grade, Civilian Motor Driver Grade-II, Civilian Motor Driver Grade-I and Civilian Motor Driver Special Grade (Group 'C' posts) Recruitment Rules, 2009 to the extent it is applicable to Civilian Motor Driver Ordinary Grade, Civilian Motor Driver Grade-II and Civilian Motor Driver Grade-I and Defence Estates Service Group 'C' Multi Tasking Staff, Recruitment Rules, 2013 as amended from time to time, are hereby repealed:

Provided that such repeal shall not affect anything done or action taken or omitted to be done or taken under the said rules, before such repeal.

SCHEDULE

Name of post	Number of post	Classification	Level in the Pay Matrix	Whether selection post or Non-selection post	Age limit for direct recruit
(1)	(2)	(3)	(4)	(5)	(6)
1. Senior Administrative Assistant (SAA) [Erstwhile Upper Division Clerk (UDC)]	212* (2019) *Subject to variation dependent on workload	General Central Service, Group 'C', Non-Gazetted, Ministerial	Level 4 (₹ 25,500 - ₹ 81,100)	Not applicable	Between 18 to 27 years of age. (relaxable for Government servants upto 40 years in the case of General candidates and 45 years in case of Scheduled Caste and Scheduled Tribe candidates who have rendered at least three years regular service under the Central Government.)

Note: The crucial date for determining the age limit shall be the closing date for receipt of applications

from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep, which will be as indicated in the advertisement for recruitment for the post)

Educational and other qualifications required for direct recruits	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any
(7)	(8)	(9)
<p>Essential: Degree from a recognized University or equivalent</p> <p>Desirable: Should have independent working skills of MS Word/MS Office/Excel in Computer</p>	<p>Yes, relaxation in educational qualification is provided only to the dying cadre of LDCs and Hindi Typists existing as on the date of publication of the notification</p>	<p>Two years for direct recruits</p>
<p>Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods</p>	<p>In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made</p>	(11)
<p>(1) 90% by direct recruitment (2) 5% by promotion failing which by direct recruitment (3) 5% through Limited Departmental Competitive Examination (LDCE) of such Hindi Typist/ Data Entry Operator, who have rendered at least three years regular continuous service or Multi Tasking Staff/ Drivers (All grades) with at least eight years regular continuous service failing which by direct recruitment</p>	<p>Promotion: Lower Division Clerk in Level-2 with 8 years regular service in the grade. Once the dying LDC Cadre is exhausted, from Hindi Typist in Level-2 with 8 years regular service in the grade</p>	(11)
<p>If a Departmental Promotion Committee exists what is its composition</p>	<p>Circumstances in which Union Public Service Commission to be consulted in making recruitment</p>	(13)
<p>Departmental Promotion Committee consisting of :- (i) Additional Director General, Defence Estates (Admin) —Chairman (ii) Director, Defence Estates of the concerned Directorate, Defence Estates —Member (ii) Deputy Director General, Defence Estates (Admin) —Member</p>	<p>Not applicable</p>	(13)